



Facility Use Application

**Activity & Meeting Rooms
Indoor Pool
Outdoor Pool
Gymnasiums
Park Pavilions**

Winchester Parks & Recreation Department
1001 East Cork Street • Winchester, VA 22601
Phone: (540) 662-4946 • Fax: (540) 678-8791
wincparks@ci.winchester.va.us • www.winchesterva.gov/parks

General Information

Making a Reservation:

The Winchester Parks & Recreation Department permits individuals, businesses, civic groups and other organizations to use park facilities.

To secure a facility for a rental less than \$200, payment in full of the total cost of use is due at the time of booking along with the Facility Use Application. If the reservation of \$200 or more, a 30% deposit is required to reserve the reservation.

- To complete the reservation process, the applicant will provide the remaining balance of the rental fee, if applicable and any additional fees no later than ten (10) business days prior to the requested date.
- Applications for facility usage that will be open to the public require a copy of a City of Winchester Business license if goods or services are being sold. A copy of the insurance is required. A general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A.M. Best rating of A- or better. The insurer must list the member locality as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.
- Applicants must be 21 years of age or older.

Facility Checklist

It is the responsibility of the applicant to complete a checklist with the recreation attendant or park maintenance staff at the conclusion of the event. As long as the checklist has been satisfactorily completed and there are no damages, no additional fees will be charged to the household. If the facility has been left in unsatisfactory condition, a charge for time and materials will be billed. No future reservation can be made until the fee is paid. Some items that will be reviewed by park staff:

- The facility, including carpet, tile, doors, walls, lights, windows, shades, lockers and ceiling tiles are left in their original condition and all tables and chairs are replaced to their original location. If tables and chairs are moved, they shall not be drug across the floor or across walls leaving scratches.
- All furnishings shall be left undamaged.
- The facility is vacated at the scheduled time and all lights are turned off and all doors and windows are closed and secured.
- All WPRD facility equipment is returned to its original location.
- Number of people at the event does not exceed the space that is being rented.
- User checklist is gone over with center attendant or park maintenance staff, signed by the user and turned in at the conclusion of the event with all tasks completed.

Large special events require a special event application and must be submitted at least 60 days in advance. Special event applications can be downloaded from our website at www.winchesterva.gov/parks under the Special Events – Hosting an event tab. All special event applications should be returned to the Winchester Police Department at 231 E. Piccadilly St. Winchester, VA 22601 for review. A Facility Use Application should be submitted to the Winchester Parks & Recreation Department directly that can be downloaded from winchesterva.gov/parks.

Cancellations or Relocation

Submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A **30%** administrative fee will be retained. Cancellations made within three (3) business days of rental will not be refunded. Applicants may cancel outdoor pool rentals as late as 6:00 p.m. the day of the event without penalty if inclement weather is eminent. Cancellations after this time will result in the forfeiture of the entire rental cost. Once a party begins, there is no refund.

All efforts will be made to keep approved facility reservations intact; however, the Winchester Parks & Recreation Department reserves the right to relocate or cancel a function if necessary.

Facility Use Rules and Guidelines

The Winchester Parks & Recreation Department strives to provide quality facilities for your use. The following rules and guidelines are in place for everyone's safety and enjoyment of park facilities.

General Rules for Use of All Facilities

- Minimum reservation of 1 hour for all room and gymnasium reservations.
- Minimum reservation of 2 hours is required for pool reservations.
- Full day rentals are available for all pavilions.
- City of Winchester sanctioned activities, special events, and approved community partners have first priority use of all facilities.
- Applicant is responsible for reporting to the center attendant or Park maintenance staff upon arrival and checkout. User is responsible for going over and signing the facility checklist with the attendant or maintenance staff at the conclusion of each use.
- Applicant has the responsibility to inspect the facility before use. Any damages should be immediately brought to the attention of park personnel.
- Applicant is responsible for the clean-up of all facilities used under the terms of this application.
- Posting of any signage or balloons on trees, posts, fencing, light poles and gates is prohibited.
- Use of tobacco is not permitted indoors, on or within 50 feet of any athletic fields, playgrounds, War Memorial Building or organized activities. Alcoholic beverages are not permitted on any park grounds or in any park building.
- Non-profit Applicants are required to provide proof of tax status (501-C3) including address prior to receiving the non-profit rate. The non-profit rate will only be honored for those non-profit entities that reside within the City of Winchester limits.
- For-profit Applicants require to have a general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A.M. Best rating of A- or better. The insurer must list the member locality as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient. A copy of the policy shall be provided at the time of application. Insurance is not required for small gatherings including parties, reunions, etc. unless those in the group are conducting business or selling products.
- Applicant agrees to reimburse the City of Winchester for any damage of public property as a result of the user's use of the facility. Groups are responsible for all damages and cost associated with the damages. Decorations shall not be taped, nailed stapled or fixed in any way to walls, doors, glass, lights, electronic equipment, or ceilings.
- The Applicant certifies that the information given in the application is correct. Falsification of information on the application will result in immediate dismissal from the facility, forfeiture of all fees paid including any deposits and denial for future use.
- All facility user shall not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.
- Applicant is responsible for compliance with Americans with Disabilities Act, as it relates to the event, performance, and services to be provided in relation to the event for individuals with disabilities.
- Applicant is responsible for providing supervision at a ratio of 10-to-1 for all children under the age of twelve (12) at all facilities except pools. All pool facilities require a 4-to-1 ratio for children under the age of twelve (12). Supervisor must be at least eighteen (18) years of age and be present at the facility and in the water with the children if pool facilities are used.
- Applicant hereby guarantees and assumes full and exclusive responsibility for the safety of persons and property of all participants and activities including, without limitation, players, participants, staff, officials, agents, or lessee, spectators, and members of the public in attendance at either activity contemplated hereby, or actually conducted by the Applicant.
- The park is not responsible for any lost, stolen, or misplaced personal items or equipment.
- The Applicant agrees to enforce all facility rules.
- Applicant and its guests will comply with all rules and regulations established by the Winchester Parks & Recreation Department. The Parks & Recreation Department reserves the right to dismiss any persons from the facility. Applicant understands that Parks staff has the authority to determine if participants are strictly adhering to all rules and regulations, and we have the full authority to enforce these regulations. Parks staff must be respected and obeyed. NO foul language will be permitted.

- All persons and activities must comply with local, state and federal laws. This includes the prohibition of use and/or possession of weapons, alcohol, any illegal substances on the property. If you suspect anyone attending your event is intoxicated or under the influence of drugs, it is the applicant's responsibility to escort them off of the property.
- Applicant agrees to notify and request permission for the sale of items including but not limited to tickets, goods or services and if admission fees are sold or collected at said event.
- All noise and music must be kept to a minimum. Park staff will determine if the noise or music has a negative impact on other activities and has the authority to order it be turned down. Excessive noise will result in applicant's forfeiture of future facility use.
- Inclement weather-The Winchester Parks & Recreation Department reserves the right to close any facility or cancel rentals and activities if inclement weather is eminent. The Department will make every effort to contact users in a timely manner by telephone, email or radio. Applicant should attempt to contact the Department during these situations if they have not heard from park personnel.

After-hour rentals are available upon request. Any room rental after designated hours will also incur a \$25.00 per hour charge in addition to the hourly room rate.

- Users are responsible for the set up and take down of rooms and are required to reserve time before and after the event to accommodate those needs. User agrees to pay additional fees if extra time is needed. Users will be permitted in the room at their designated rental time, no earlier.
 - Users shall abide by guidelines under General Information.
 - User shall not use tape or other adhesives to hang decorations from walls, doors ceilings or other structures in room. No decorations shall be hung from the ceilings.
 - Candles are not permitted.
- Users are responsible for leaving the room as they found it. A cleaning charge will be deducted from the security deposit if rooms are left dirty or damaged.
- Users are required to remain in their designated rental area and shall not use other areas, other than restroom facilities, without permission.

Pavilion Use

- Pavilion Rentals for full day (9am-9pm) use are available from April 1-October 31.
- Pavilion open at 9:00 a.m. and close at 9:00 p.m. daily. Jim Barnett Park closes at 10:00 p.m. daily. All community parks close at dusk.
- Please have your receipt on hand to verify rental to Park Maintenance Staff.
- Renter is responsible for extra trash bags and cleanup of the shelter. Leave the pavilion as you found it.
- Trash should be collected in bags and placed outside the shelter for maintenance to collect.
- Non-water related Inflatables are permitted at pavilions as long as they are accompanied by an amusement device permit and inspection.
- All signs, balloons, streamers and other items must be taken down after each event. Signs cannot be attached to any trees, fencing or existing park signage. Park signage shall not be blocked in any way.
- Many of our shelters are ADA accessible. If you or your guests have any special needs or requirements please make WPRD aware of these needs when you turn in your application

Gymnasium Use

- The gymnasium is available for rent on:
 - Saturday 6:00 p.m. – 8:00 p.m.
 - Sunday 6:00 p.m. – 8:00 p.m.
 - Thursday upon request during the Fall/Winter/Spring (7:30-9:00pm).
- All gymnasium users must follow all posted rules and regulations
- No food or beverages of any kind are permitted in the gym at any time.
- No vulgar or inappropriate language of any kind is permitted and usage of such language will result in immediate dismissal and removal from the facility.
- When renting the gym you also need to specify volleyball, basketball or other activity so the proper equipment can be set up.
- Proper shoes, with non-marking soles, must be worn at all times when using the gymnasium.
- If you want to reserve the gymnasium for an event that is not an athletic facility, please see staff for more details.

- Any group larger than 12 people must be a prescheduled rental and may not come in during an open gym time.
- Gymnasium rentals are limited to no more than 60 days from application date to usage request.

Indoor Pool Use (Not available June 14-Aug. 22)

- Indoor pool parties are available from 7:00-9:00 p.m. on Friday's and 6:00-8:00pm on Saturdays. 80 person limit for all parties.
- 10 or more people constitutes a pool party and must be booked in advance.
- Lifeguards will clear the pool at 8:45 p.m. on Fridays and 7:45 p.m. on Saturdays. Clean-up must be complete by the end of your rental time.
- 15 minutes will be allowed before the rental for set up the use of the Pool lobby comes with the rental of the Pool.
- No food or drinks will be permitted in the pool area.
- All users must follow the posted rules and regulations.
- Proper swim attire must be worn.
- Applicant agrees that children who are not 100% toilet-trained must wear disposable swim diapers or reusable swim diapers in order to be allowed in any pool. Failure to comply with this rule may cause permitted to incur a cost to clean the pool and may be subject to the imposition of charges for violation of this rule.
- Park staff reserves the right to restrict admission to public pools to anyone with skin abrasions, colds, coughs, extremely inflamed eyes, infections, or wearing bandages.

Outdoor Pool Use

- Outdoor pool parties are available from 6:00-8:00 p.m. Saturday-Sunday seasonally.
- 300 person limit for all parties.
- 10 or more people constitutes a pool party and must be booked in advance.
- Lifeguards will clear the pool at 8:45 p.m. Changing and clean-up must be complete by 9:00 p.m.
- 15 minutes will be allowed before the rental for set up.
- Food and drinks are permitted in certain areas. Food and drink is not permitted in the pools.
- Tables and a charcoal grill are available for use. Applicant is responsible for all grilling supplies. Health permit is required if food is being sold. Concessions are available upon request.
- All users must follow the parks rules and regulations.
- Proper swim attire must be worn.
- Applicant agrees that children who are not 100% toilet-trained must wear disposable swim diapers or reusable swim diapers in order to be allowed in any pool. Failure to comply with this rule may cause applicant to incur a cost to clean the pool and may be subject to the imposition of charges for violation of this rule.
- Park staff reserves the right to restrict admission to public pools to anyone with skin abrasions, colds, coughs, extremely inflamed eyes, infections, or wearing bandages.

OTHER RULES MAY APPLY TO YOUR USE. THE PARK RANGER AND DESK ATTENDANT RESERVE THE RIGHT TO ENFORCE OTHER RULES TO PROTECT CITY PROPERTY AND ENSURE ORDER AND PEACE.



Facility Use Application

Application Date

Event Date: _____ Hours of Event: From _____ am/pm To _____ am/pm
(Request must include set-up and clean-up time)

Name of Person/Organization Requesting use: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Day Phone: _____

Evening Phone: _____ Mobile Phone: _____

Email: _____

Type of Event: _____

Size of Group/Estimated Attendance: _____ (Note: If group exceeds room capacity, the function will be terminated without refund)

Will your group be selling anything at this event? ____ Yes ____ No

If yes, do you have a City of Winchester business license? ____ Yes ____ No
(No group will be permitted to sell anything without prior park approval and a business license)

- Facilities Requested:
- | | |
|--|---|
| <input type="checkbox"/> Lord Fairfax Room | <input type="checkbox"/> Arts & Crafts Room |
| <input type="checkbox"/> Recreation Room | |
| <input type="checkbox"/> Full Gym | <input type="checkbox"/> Indoor Pool |
| <input type="checkbox"/> 2/3 Gym | <input type="checkbox"/> Outdoor Pool |
| <input type="checkbox"/> 1/3 Gym | Grill Use ____ Yes ____ No |
| <input type="checkbox"/> X-Large Shelter | <input type="checkbox"/> Large Shelter |
| ____ Lions* | ____ Kiwanis I* |
| ____ Rotary* | ____ Kiwanis II* |
| | ____ Antique Car* |
| | ____ Exchange* |
| <input type="checkbox"/> Medium Shelter | <input type="checkbox"/> Small Shelter |
| ____ Fireman's | ____ Jaycee I |
| ____ POW-MIA Memorial | ____ Key Club I |
| ____ Shawnee Lions | ____ Key Club II |
| | ____ Optimist |

*Shelters that are ADA accessible

If requesting multiple facilities, please attach multiple copies of this page

Facility Rental Fees: See current Facility Rental Fee Schedule for a full list of fees.

Cleaning Charge

This fee must be paid ten (10) business days after your usage if you have left the facility in unsatisfactory condition. It is the responsibility of the applicant to complete a checklist with the recreation attendant or park ranger at the conclusion of the event. If the facility is not left in satisfactory condition, you will be charged time/materials to return facility into original condition. No future reservation can be made until the fee is paid. _____ (initial)

I understand I am responsible for my set up and clean up. _____ (initial)

I agree to pay additional fees for use beyond the original time agreed upon. _____ (initial)

Facility Rental Fee \$ _____ Deposit Amount \$ _____ Amount Owed \$ _____

Please forward the Facility Use Application, rental fee, and deposit to:

Winchester Parks & Recreation Department
1001 East Cork Street
Winchester, VA 22601
Questions? Call 540-662-4946

This document shall be governed by the laws of the Commonwealth of Virginia. Any dispute arising from the performance

The Applicant shall indemnify and hold the City of Winchester, its employees, agents, and representatives harmless from all suits, actions, claims of any kind, including attorney's fees brought on account of any personal injuries, property damage, or damages of any kind, or violations of any rights, suffered by any persons or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by applicant or its employees, volunteers or participants. In addition, applicant shall indemnify and hold the City of Winchester, its employees, agents, and representatives harmless from any claims or amounts arising from violation of any law, and for any agents, or assigns related to the performance of this MOU and shall be responsible for all damages, costs, expenses, and fees including but not limited to reasonable attorney's fees associated therewith.

I have read, understand and agree to abide by the Facility Use Rules and Guidelines incorporated into this document and associated with my rental of the facility, I have the authority to act in behalf of the above-named organization and I accept responsibility for actions and behavior of all participants.

I have received a copy of the rules and regulations for using the facility.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Room Use: ☐ Approved ☐ Disapproved _____ Date _____

WPRD Representative Signature

Date Received: _____ Date Applicant Notified: _____

Date Rental Fee Paid: _____ Amt \$ _____ Rec# _____

Date Deposit Paid: _____ Amt \$ _____ Rec# _____

Checklist received ☐ Yes ☐ No Any unusual cleaning or damage? ☐ Yes ☐ No

If yes, please document (written & photos) and attach document to application.

Date of refund: _____ Amt \$ _____ Staff Initials: _____

Facility Use Checklist

Room Usage

Name of Renter: _____

Facility Rented: _____

Date of Rental: _____

Time of Rental: _____

Room Usage Checklist:

- ☐ Renter entered the facility at rental time no earlier. Time Entered _____
- ☐ Tables and chairs were placed back on rack.
- ☐ No scratches or grooves on flooring.
- ☐ Furniture left undamaged.
- ☐ Windows closed.
- ☐ Tables cleared of debris, food, drinks and other supplies.
- ☐ Garbage placed in proper receptacles.
- ☐ No items taped to any surface, ceiling, or furniture.
- ☐ No damage to walls windows tables or chairs.
- ☐ Noise/Music was kept at acceptable levels.
- ☐ Group kept activity inside of the rented space.
- ☐ Renter left the room at the appropriate time. Time Left _____

Signing below signifies that I have gone over this facility checklist with park staff and understand that anything that was not left in satisfactory condition, or any time that you went over your scheduled rental time will be charge an additional fee and may not use any park facilities or programs until that fee is paid in full.

Signature of Renter

Date

Facility Use Checklist Gymnasium/Pool

Name of Renter: _____

Facility Rented: _____

Date of Rental: _____

Time of Rental: _____

Gymnasium usage checklist:

- ☐ Proper shoes, with non-marking soles were used while in the gym.
- ☐ Users did not bring any food or drink in the gym.
- ☐ No gum or other debris was left on the floor.
- ☐ Equipment was left undamaged.
- ☐ Everything was left in its original location.
- ☐ No vulgar language was used during rental.
- ☐ Renter left the gym by the appropriate time. Time Left _____

Pool usage checklist:

- ☐ Proper attire was worn by swimmers during the event.
- ☐ Proper child-to-parent ratio was kept by renter while group was in the water.
- ☐ Table and floors are left clean of debris, food, drinks and other supplies.
- ☐ Noise/Music was kept at acceptable levels.
- ☐ No vulgar language was used during the rental.
- ☐ Everything was left in its original location.
- ☐ All pool equipment was put back in its proper storage container.
- ☐ Renter left the facility at the appropriate time. Time Left _____

Signing below signifies that I have gone over this facility checklist with park staff and understand that anything that was not left in satisfactory condition, or any time that you went over your scheduled rental time will be charge an additional fee and may not use any park facilities or programs until that fee is paid in full.

Signature of Renter

Date